



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
BOARD OF CHARITABLE GAMING

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

MEETING MINUTES:	<b>BOARD OF CHARITABLE GAMING PUBLIC WORKSHOP</b>
MEETING DATE AND TIME:	<b>Wednesday, October 22, 2014 at 10:30 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Public Service Commission Conference Room</b> Cannon Building, First Floor
APPROVED:	December 3, 2014

**MEMBERS PRESENT**

Tim Winstead, State Lottery Office Member, Vice Chair  
Scott Angelucci, Public Member  
Francis Gant, Delaware Firefighters Association Member  
Jay Mervine, Public Member

**MEMBERS ABSENT**

Janet Williams-Coger, Non-Profit Member, Chair

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Kevin Maloney, Deputy Attorney General  
Amanda McAtee, Administrative Specialist II  
Jean Betley, License Investigator III

**PUBLIC PRESENT**

Warren B., Post 5  
Richard Gentsch  
Michael Slotwinski, Claymont Moose 847  
Bob P., Post 5 Rehoboth  
Michael Farr, St. Jude's Catholic Church  
Smith, Midway Lions  
Robert M., Rehoboth Beach VFW 7447  
Arthur Frampton, VFW Post 7447  
Pat James, Seaford Elks 2458  
E. Berry, Seaford Elks 2458  
Harry White, Midway Lions Club  
William L., American Legion 5  
Magan P., Connections Community Support Program  
T. Reed, Post 6  
Guy D., Post 6  
William Rayne, Camden Wyoming Moose 203  
Judy Reigle, Camden Wyoming Moose 203  
Sandra Rayne, Camden Wyoming Moose 203  
John Morris, OMHOA  
William Hensley, VFW Post 7234  
Terry Bowden, Milford Moose Lodge

**CALL TO ORDER**

Mr. Winstead called the meeting to order at 10:30 a.m.

**UNFINISHED BUSINESS – None**

**NEW BUSINESS**

**Bingo and Charitable Gaming Event Discussion**

Application

Permits

Rules and Regulations

Recent Statute (Law) Changes

Ms. McAtee presented a power point presentation covering the topics of bingo and charitable gaming events. The power point presentation is attached.

**CORRESPONDENCE – none**

**OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)**

**PUBLIC COMMENT**

The Board was questioned about the current \$150 loss limit in charitable gaming. Mr. Angelucci stated that any organization that felt like the limit should be increased should send a letter to the Board so that the matter could be discussed during a Board meeting. Mr. Angelucci stated that the Board could not increase the limits but could have legislation drafted for the legislature to consider. Mr. Angelucci explained that the bill that recently passed in February of 2014 included language that increased the bingo prize limits and that the language was suggested by the Delaware Firefighters Association and that the Board had forwarded their correspondence with the bill.

The Board was questioned about the current bingo regulations that restricted volunteers from playing cards while a player used the restroom. Ms. McAtee stated that Rule 4.1.1 stated that, "Neither the member in charge of conducting the event, nor any other member of the sponsoring organization who is assisting in conducting the event or otherwise working at the event shall be permitted to play the bingo games" and Rule 4.18 stated that, "In the playing of bingo, no person who is not physically present in the room where the game is actually conducted shall be allowed to participate as a player in the game." Ms. McAtee stated that the overall theme of the bingo rules and regulations was to keep play fair and equal for all players. Ms. McAtee explained that if there were not enough volunteers to play every player's cards while they used the restroom then that would not be fair to all players. Ms. McAtee stated that if ten players got up to use the restroom and only six volunteers were available to assist, then four players would be at a disadvantage and the game would no longer be fair to all players. Ms. McAtee suggested sitting players with mobility issues closer to the restroom facilities and/or giving more breaks to the players.

**NEXT MEETING**

The next scheduled Board meeting is November 26, 2014 at 10:00 a.m., at 861 Silver Lake Boulevard, Cannon Building Conference Room B, Dover, Delaware.

**ADJOURNMENT**

There being no further business before the Board, Mr. Mervine made a motion, seconded by Mr. Gant, to adjourn the meeting at 11:30 a.m. The motion carried unanimously.

Respectfully Submitted,



Amanda McAtee  
Administrative Specialist II

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*

# Delaware Board of Charitable Gaming

Public Workshop

# Welcome

- o This workshop will provide a general overview of the application process and rules and regulations governing Bingo and Charitable Gaming.

# What Will Be Covered

- o Introductions
- o Application Process
  - o Current Rules and Regulations – Bingo
  - o Recent Law Changes - Bingo
- o Current Rules and Regulations – Charitable Gaming
  - o Recent Law Changes – Charitable Gaming
  - o Charitable Gaming - Third Party Vendors
- o FAQ
- o Q & A

# Introductions

- Board now meets the fourth Wednesday each month at 10 a.m.
  - Except for the December meeting, Board will meet on Monday, December 22nd at 10 a.m.
- Check the public calendar online for agendas, minutes, and meeting dates
  - [www.dpr.delaware.gov](http://www.dpr.delaware.gov)
- DPR's website has a new look, link is now on the right hand side of the page

# Who Can Apply?

- o Volunteer fire companies, veterans organizations, religious or charitable organizations, and fraternal societies that have been in existence a minimum of two years in the State of Delaware provided:
- o The net profits from permitted events are used solely for the achievement of the purposes of the organization as described in the organization's by-laws.
- o At the time of application, the Internal Revenue Service (IRS) recognizes the organization as a charitable organization as described in Section 170 of the Internal Revenue Code.
  - o 501 c 3

# Application Process

- o Submit application at *least* 10 business days before your event (does not include weekends or State holidays)
  - o Please allow enough processing time - submitting on the 10<sup>th</sup> business day or less before the event, may result in your event dating passing before permits are issued
  - o Submit *at least* 10 business days before the Board meeting before your scheduled event (incomplete apps will delay processing and will not be included on the Board's agenda)
  - o Can submit an application up to a year in advance
  - o If your event date passes before your application is reviewed and permitted, you are not permitted to hold your event
    - o ALL first time applicants must be Board reviewed

# Application Process

- o First-Time Applicants must submit:
  - o IRS letter dated within the past 12 months
    - o Call IRS at 1-877-829-5500 for letter
  - o Organization's formation documents
    - o Articles of Incorporation, By-Laws, Constitution, Charter, etc.
  - o Parent letter stating group is in good standing (if applicable)
  - o The documentation submitted must include your organization's purpose and/or mission statement.
- o Member in charge letter
  - o On organization's letterhead, signed by officer of organization, designating up to 5 members in charge

# Application Process

## For All Applicants:

- If your members in charge have changed since last event/application, submit a new member in charge letter
- If event is not at physical location, submit either a permission for use letter or copy of signed lease agreement
- CG - If using 3<sup>rd</sup> party vendor, submit contract and house rules (vendor must be licensed)
- Complete and submit Addendum A (bingo only)
  - Be specific with event dates. List the month, day, and year (listing every Monday is not acceptable)

# Application Process

## Bingo Only

- o Addendum A
  - o Multiple events w/ different prizes/games you must complete and submit an Addendum A for each proposed event date.
  - o If everything is the same for each event only submit one Addendum A
- o Prizes based on attendance: must submit an Addendum A for each proposed amount of attendees
- o Basket Bingo: if filling baskets or other items, your total value must reflect all fillings

# Application Process

- o Application Reminders

- o Your AORs (after occasion reports) must be up to date
- o Make sure your application is notarized and complete
- o Pay the correct application fee (\$15 per event date)
- o Any missing information will delay the processing of your application
- o Check your email: we email when there is an issue with the application

# Current Rules and Regulations

## Bingo

- Sale of alcoholic beverages is prohibited
- **Under age of 18 cannot play**
- Anyone over the age of 16 may conduct or assist in conducting the bingo game
- Anyone over the age of 14 may act as wait staff in the handling of food or drinks at bingo event

## Recent Law Changes – Bingo

- o Please use the current form on DPR's website (lower left corner revised date of 02/2014)
- o Bingo can now begin at 12 noon
- o Prize limits have increased to
  - o \$350 for single game
  - o \$3,000 per event

# Instant Bingo

- o Yearly License
  - o \$300 per year
  - o Can renew online each year before expiration date
  - o Cards must be sealed or covered
  - o Must reveal instantly if the holder has won a prize
  - o “Bar Bingo” is not covered under this license and is not a permitted charitable gaming activity



# Instant Bingo

- o Instant Bingo can be played during a Bingo event as long as the organization is licensed for both Instant Bingo and the Bingo event
- o Cannot become part of a Bingo event game - they are separate games
- o **Under 18 cannot play**
- o Can be sold in machines or loose
- o No AOR reports required
- o Organization can use any vendor to purchase tickets or vending machines

# Charitable Gaming Current Rules and Regulations

- o Slot machines, roulette, craps and baccarat games are prohibited
- o Events are limited to six hours
- o Games may not begin prior to 1:30 p.m. and must conclude by 1:00 a.m.
- o Under age of 18 cannot play

# Charitable Gaming Recent Law Changes

- o Alcohol is permitted at events pursuant to  
the Delaware Liquor Control Act

## Third Party Vendors -CG

- o Must be licensed
- o Can verify online or call Division
- o Bingo cannot use a 3<sup>rd</sup> party vendor

# FAQ - Bingo

## o What has to be included in our house rules?

- o House Rules should contain any rules related to your Bingo event that are specific to your venue and game. These rules should be displayed (hung) in 4 areas of the venue. (Examples may include entry after the games have begun, bingo needing to be called on the last ball, no external food/beverage allowed in venue, etc.)

(Rule 4.21)

# FAQ - Bingo

o Can the prize we give vary from what we stated on the application?

- o No, the prizes cannot vary from what is provided (stated) on the application. If the prizes change after the application is submitted, an amendment can be submitted. If this amendment is approved by the Board, the prizes can vary from the application.  
(Rule 3.5)

# FAQ - Bingo

o Can I change information on my application after it's been approved?

- o Submit the amendment request in writing.  
As long as an amendment has been submitted and approved by the Board, the information on the original application can be different from the originally submitted application. (Rule 3.5)

# FAQ - Bingo

## o How do I handle a tie?

- o If monetary, shall be divided as equally as possible.
- o Not a monetary prize, a single winner may be determined in accordance with the organization's own house rules. The other players who qualified to win the game may be given a chance to win a later game or drawing with the winner of that game or drawing receiving the prize offered at that time. The value of the prize at the subsequent game or drawing shall be counted toward the maximum allowable prizes for the entire event. (Rule 4.11)

# FAQ - Bingo

## o Can my volunteers play bingo?

o No

- o Rule 4.1.1 Neither the member in charge of conducting the event, nor any other member of the sponsoring organization who is assisting in conducting the event or otherwise working at the event shall be permitted to play the bingo games.

## FAQ - Bingo

- o Where does my license have to be displayed during the event?
  - o In a conspicuous place that can be seen by all in the bingo hall. (28 Del C. § 1518 (b))

# FAQ - Bingo

## o Do we have to verify the bingo balls?

- o Yes, the Bingo balls need to be verified before each event by a player or players to show all are present and of equal size, shape, weight and balance. (Rule 4.12)

# FAQ - Bingo

- o Does the Member-in-Charge have to be in the room for the entire event?
  - o Yes, the Member-in-Charge needs to be present to supervise the entire event.  
(Rule 4.1)

# FAQ - Bingo

## o Can the players save seats for their friends?

- o No, players cannot save seats for other players. The licensee can save seats for those with special needs. (Rule 4.22)

## FAQ - Bingo

- o Can volunteers be present to assist if they are not members of the licensee?
  - o No, volunteers must be active members of the organization. (Rule 4.24)

# FAQ - Bingo

o Can we charge an admission fee to enter the venue?

o Yes, you can charge an admission fee as long as the fee allows the player to participate in all regular games without an additional charge at the event OR to free refreshments (Rule 4.23)

# FAQ – Charitable Gaming

## o How do I keep track of the player's losses?

- o The best way to keep track of the \$150 limit a player can lose is to use chips. If chips are not available, or the organization cannot afford them, then the nonprofit needs to have a buy in sheet and have players buy in for change. The log sheet must include the players first and last name, the dollar amount they are starting with and any additional monies they play at the event. (Rule 6.3)

# FAQ – Charitable Gaming

- o Can the member in charge ask the third party vendor to run the event in their absence so the event is not cancelled?
  - o No, the third party vendor cannot assist in running the event. If the nonprofit cannot be present, the event must be cancelled.  
(Rule 3.1.1)

# FAQ – Charitable Gaming

- o Can third party vendors play poker at the event?
  - o No, no one affiliated with the third party vendor can play poker at the event (Rule 4.0)

# FAQ – Charitable Gaming

o Do I have to initiate the games that I stated on my application?

o Yes, the license is specific as to what games you are licensed to play. If the games are going to be altered from the license, the nonprofit will need to get approval prior to the event.

# FAQ – Charitable Gaming

- o Why do I need to provide a membership list?

- o The membership list is needed for the Inspectors to verify all members in charge and volunteers that are working at the event.  
(Rule 2.O)

# FAQ – Charitable Gaming

o Who collects and counts the money during and after the event?

o The nonprofit organization handles all money at the event. If a third party vendor is involved they cannot handle any of the money made at the event. (Rule 3.1.5)

# FAQ – Charitable Gaming

- o How is the vendor paid?

- o The vendor is paid by the nonprofit at the end of the event. The third party vendor cannot hold any money for any period of time.

# FAQ – Charitable Gaming

- o Can dealers accept tips?

- o No, the dealers cannot accept tips per the rules and regulations. (Rule 3.1.6)

# FAQ – Charitable Gaming

o How much can the third party vendor charge?

o The Board has deemed that a reasonable compensation can be charged to hold an event at a third party vendor's location.

(Rule 3.1.6)

# FAQ – Charitable Gaming

- o Do the volunteers of the organization have to display identification?
  - o Yes, all volunteers, including the member in charge, must display identification at the event. (Rule 3.1.4)

# FAQ – Charitable Gaming

- o Where does my license have to be displayed during the event?
- o In a conspicuous place that can be seen by all in the gaming room. (28 Del C. § 1518 (b))

# Cookie Jar FAQ - Bingo

- o Fee is outside of game packet
  - o Give player a receipt for cookie jar
- o Specific rules need to be in house rules
- o Only one jar is ran at a time
- o Pull one number at the beginning
- o Announce the amount of the jar before playing
  - o post number of cookie jar for all players to see

# Cookie Jar FAQ - Bingo

- o If a player achieves bingo when the cookie jar number is drawn, they win the jar funds
- o May not offer a cookie jar game or designate the last game
- o Cookie jar is played on all regular games
- o If no one achieves bingo with the cookie jar number, the jar is not awarded

# Cookie Jar FAQ - Bingo

- o Jar can be in an amount up to \$1000
- o First jar must be awarded before starting a third jar
  - o May not have more than two jars
- o If two jars contain the maximum amount, the first jar must be awarded at the event
- o If no one wins, must hold special game or full card or black out must be played
  - o Use a new card
- o First player to cover all spaces will win jar

# Questions

- o [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)
- o The Information Center can be reached at (302) 744-4500. Our hours of operation are Monday - Friday, 8:15 a.m. - 4:15 p.m. We are closed on **State Holidays**.